

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
A PROMOTIONAL EXAMINATION
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: ASSISTANT CODE INSPECTOR

Exam #: 74745

Date of Examination: June 13, 2020

Last Date for Filing: May 1, 2020

(Applications must be submitted or postmarked by the last date for filing)

Job Title: Assistant Code Inspector

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy.

- **City of Troy, Grade 11, Salary Range \$42,894 - \$58,131**

DUTIES OF THE POSITION: (Illustrative only)

- Conducts inspections of buildings under construction and existing structures to insure compliance with applicable codes;
- Prepares and maintains records of inspections activities;
- Investigates complaints of code violations and assists in the prosecution of violators;
- Serves notices of code violations on property owners;
- Performs reinspections to determine if violations have been corrected;
- Provides routine information to the public in regard to building, plumbing, housing and zoning codes and the multiple residence law;
- Participates in in-service training to acquire knowledge of Code Enforcement duties

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

Candidates must be permanently employed in the competitive class in the City of Troy, and must have served continuously on a permanent or contingent permanent basis for at least eighteen (18) months as a Housing Code Technician.

SPECIAL REQUIREMENTS:

- Must complete all State mandated certifications within eighteen (18) months of appointment and maintain such certification;
- Possession of valid NYS driver's license

SUBJECTS OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

- 1. Inspection procedures and principles** - These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects; including proper adherence to plans and codes; dealing with residents, owners, and contractors; and inspection record keeping.
- 2. Building construction and rehabilitation** - These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.
- 3. Understanding and interpreting building plans and requirements** - These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.
- 4. Understanding and interpreting codes and ordinances** - These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

The use of calculators is ALLOWED for this examination.

Unless otherwise notified, candidates are allowed to use quiet, handheld solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points

Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years	5 points

CSL §23-2: This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

APPLICATION/APPLICATION FEE: A **\$15.00 NON-REFUNDABLE** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment will be accepted in the form of a check, money order, or cash. Make check or money order payable to **Troy Civil Service Commission**. Applications and payment may be filed in person during business hours (Monday-Friday 8:30am-4:30pm), or by mail to the **Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180**. Write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL**. Payments returned for insufficient funds will be assessed an additional \$25 NSF fee.

Application forms may be obtained on line at www.troyny.gov or at the Troy Civil Service Commission Office.

Applications received/postmarked after the filing deadline will not be accepted. Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those exams for which you clearly qualify. The Troy Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

Exception to Fee Requirement - A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. To request a waiver, you must complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. All claims for application fee waiver are subject to verification. Forms can be obtained from the Troy Civil Service Commission Office or online at www.troyny.gov.

ADMISSION NOTICES: Accepted candidates will be notified of when and where to appear for the examination. No one will be admitted to the exam without a picture identification card, and an official admission letter. If an application is disapproved, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Contact the Commission if you have not received your notice three (3) days before the date of the test.

ALTERNATE TEST DATE POLICY: The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date. For situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW. AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible, but prior to the exam date.

CROSS FILER STATEMENT: If you have applied for any other civil service exams to be given on the same test date for employment with NY State or any other local government jurisdiction (excluding NYC), you must make arrangements to take all the exams at one test site.

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. **When taking both a State and a local government examination you will be required to take all your examinations at a State examination center.**

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

VETERANS CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from the office of the Troy Civil Service Commission.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.